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ARKANSAS HOME VISITING NETWORK

ARKANSAS DEPARTMENT OF HEALTH and ARKANSAS CHILDREN'S HOSPITAL

EFFORTS TO OUTCOMES (ETO) USER MANUAL

FOR MIECHV FUNDED HOME VISITORS

All funding for this project is provided by the Maternal Infant and Early Childhood Home Visiting Program of the Health Resources and Services Administration of the U.S. Department of Health and Human Services through the Arkansas Department of Health.

RECRUITMENT PROGRAM (HOME PAGE LINKS) 3

Add New Family 3

Add Reliable Contacts 4
View/Edit Reliable Contacts 5

Edit Family (Do not add children to family in recruitment) 6

View/Edit Participant Demographics 7

Record Recruitment Efforts on Parent 7

Record Point of Service for Time Spent Recruiting Participants NOT Entered into ETO 8

Referral to Home Visiting Program 8

Dismiss Family from Recruitment Program 10

MODEL PROGRAM (HOME PAGE LINKS) 11

Accept Client Referrals 11

Adding Participants to Caseload 13
Staff Adding Caseload 13
Coordinator Adding Staff Caseload 14

Edit Participant Demographics 15
Edit Address 16
Special Rule for Editing Demographics 17
Adding a Target Child (option 1) 18

Add/Edit Family (update parent demographics and add children to family) 19
Adding a Target Child (option 2) 19

Add Reliable Contacts 19

View/Edit Reliable Contacts 20

Record a Home Visit or Group Activity on Parent 20
*Parent Record: Home Visit 20
*Parent Record: Group Meeting 21

Record Missed Visits, Locating, Transportation, & Miscellaneous Contacts on Parent 21
Missed Visit 21
Locating, Transportation, & Miscellaneous Contact 22

Record Family Assessment on Parent 23

Record Child Assessments (ASQ/ASQ: SE) on Child **23**

Record Group Activity on Parent (Choose Participant on the following Screen) **24**

Record Referral to Service Provider on Parent **25**

Referral Updates for a Parent **27**

Dismiss Family from Model **28**

Home Visitors: Record my own Training **29**

COORDINATOR INFORMATION **30**

Add Home Visitor **30**

View/Edit Entity Home Visitor **30**

Record Family Map Mailings: Choose Participant on following Screen **30**

Record Home Visitor Supervision **31**

Record Home Visitor Efforts Outside of Client Contact **32**

Coordinator: Record my own Training **33**

Administer Entity Assessment for Home Visitor **34**

ETO Participant Data Entry

Recruitment Program (Home Page Links)

The Recruitment Program is used for entering in potential participants. If a participant comes in and signs up right away they will still need to be entered into the Recruitment Program. Only one primary caregiver will be entered into ETO. That primary caregiver will be the Head of Household in ETO not matter their physical living situation. This will be a check box in the demographics that will need to be marked. Follow the steps and additional instruction listed under each step to complete your data entry for the Recruitment Program.

Remember to read all messages at the top of the Home Pages just under the AHVN logo.

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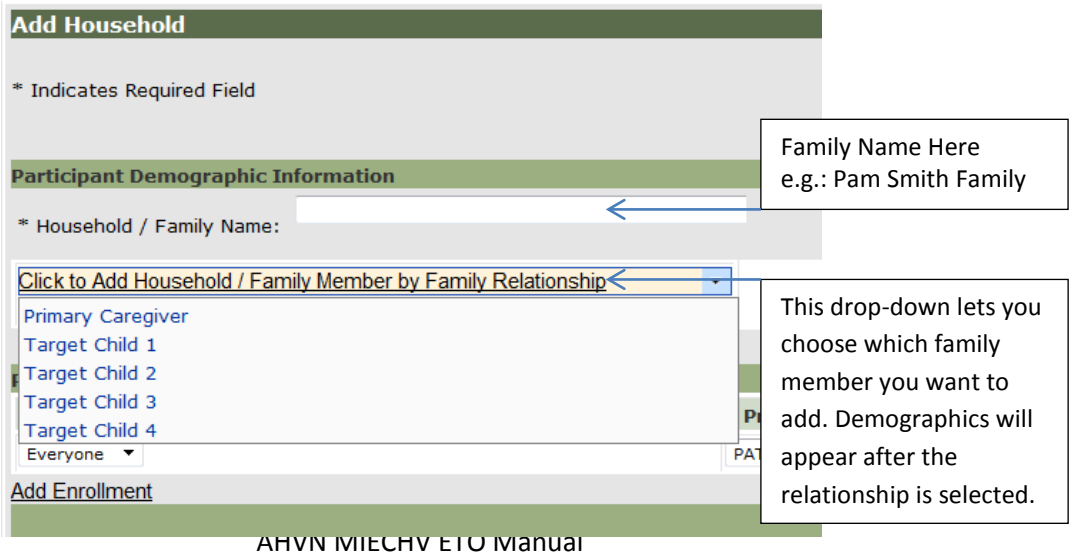
Family Name = First Name, Last Name, "Family" (example; Curtis Fake Family).

Add Parent information only. Do NOT add children into the recruitment program.

Add New Family

Step 1 Click the link on the Home Page.
Step 2 Enter the Family name
Step 3 Choose Primary Caregiver from the dropdown


Add Household
* Indicates Required Field
Participant Demographic Information
* Household / Family Name:
Family Name Here
e.g.: Pam Smith Family
Click to Add Household / Family Member by Family Relationship
Primary Caregiver
Target Child 1
Target Child 2
Target Child 3
Target Child 4
Everyone
Add Enrollment
This drop-down lets you choose which family member you want to add. Demographics will appear after the relationship is selected.

Step 4 Fill out the Demographics (remember to check the Head of Household box)

Note: A participant should never be entered into the system twice. When searching for a participant it is best to only use a few of the first letter of the last name. This will pull up participants with names that start with those letters. This is helpful in cases where the name may have been put in incorrectly due to a simple mistake or misunderstanding upon receiving the participants information for the first time.

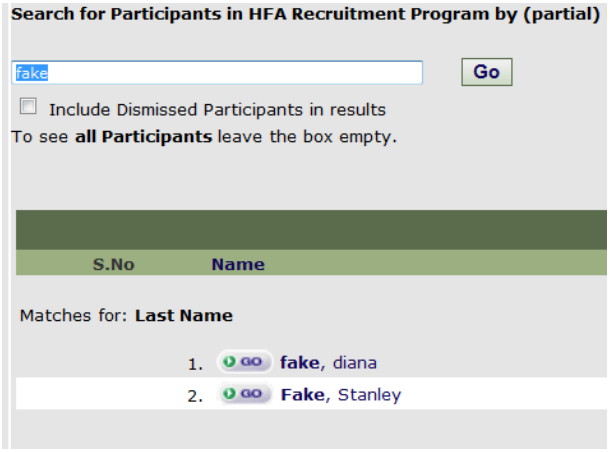
Add Reliable Contacts

These are individuals that may be helpful when trying to locate a participant.

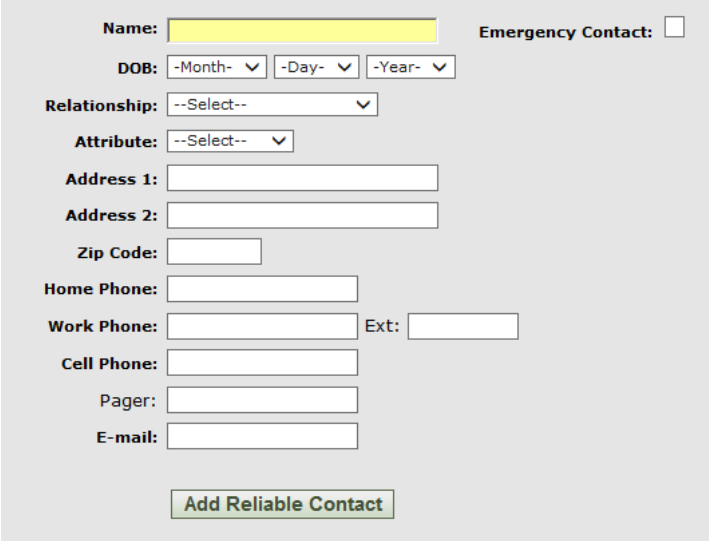
Step 1 Click the link on the home page

Step 2 Enter the primary caregiver's last name

Step 3 Select the primary caregiver from the list provided



Step 4 Enter contact information



Step 5 Click "Add Reliable Contact" at the bottom of the screen

Step 6 Continue adding contacts as needed

Step 7 Click the Home Page button at the top left of the screen once all contacts have been added

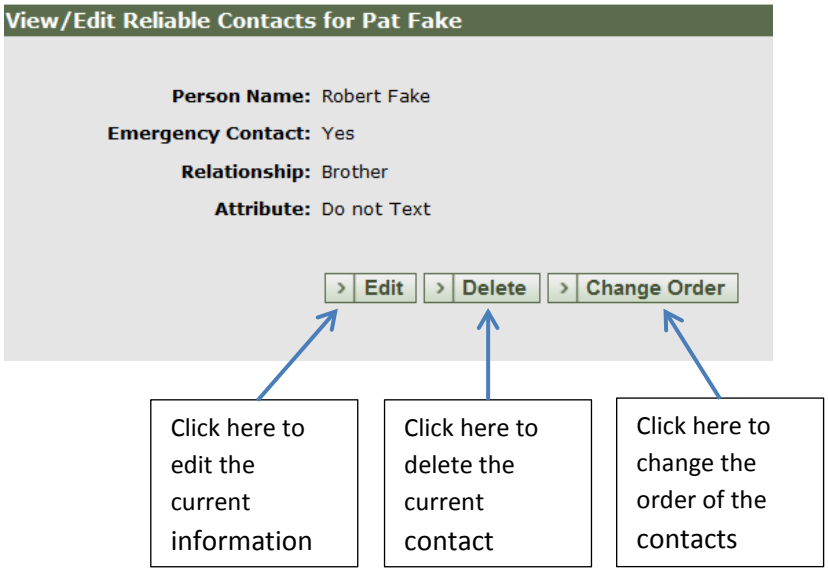
View/Edit Reliable Contacts

This link on the Home Page allows you to see or edit contact information after you have entered it.

Step 1 Click "View/Edit Reliable Contacts"

Step 2 Search for any participant

Step 3 Then click on the name you are searching for


View/Edit Reliable Contacts for Pat Fake
Person Name: Robert Fake
Emergency Contact: Yes
Relationship: Brother
Attribute: Do not Text
Edit
Delete
Change Order
Click here to edit the current information
Click here to delete the current contact
Click here to change the order of the contacts

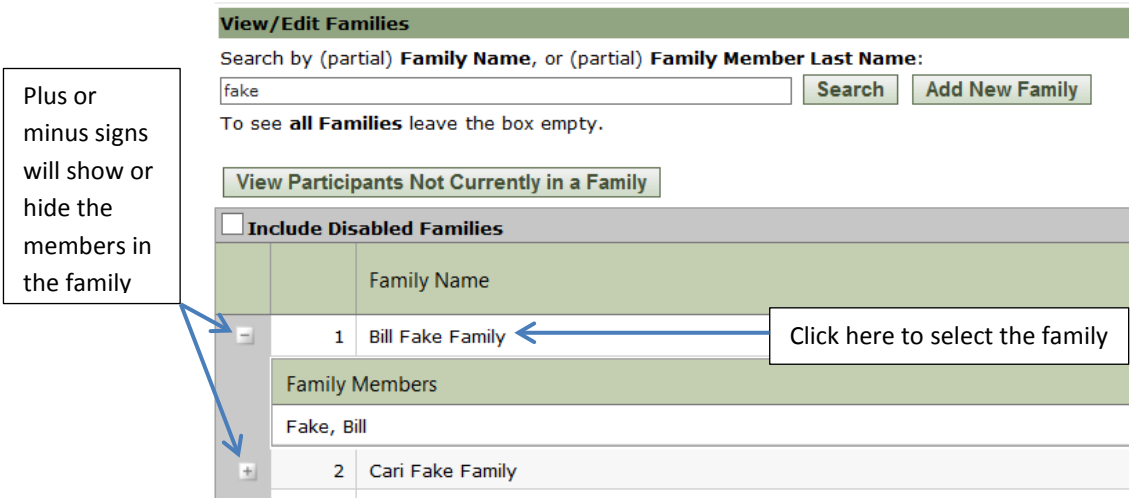
Edit Family (Do not add children to family in recruitment)

This link can be used to correct or change a family name and make the primary caregiver the Head of Household if it was missed during the demographics step.

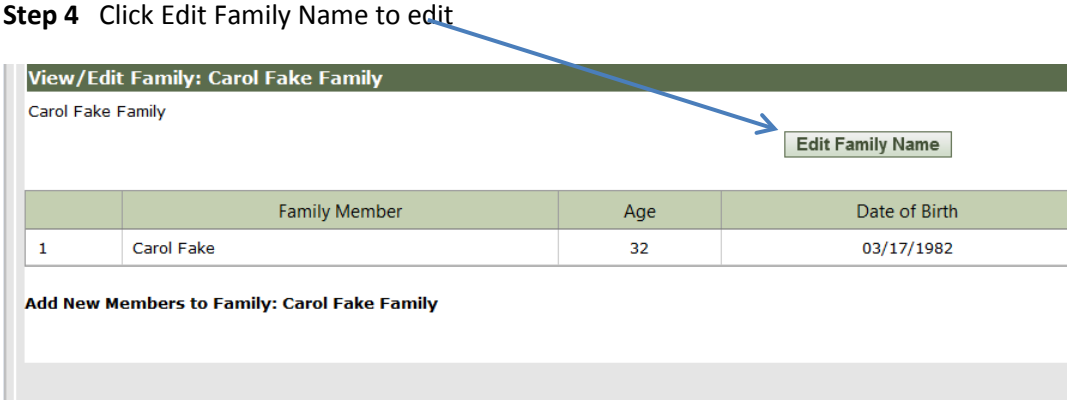
Step 1 Click the link on the home page

Step 2 Search for the family name

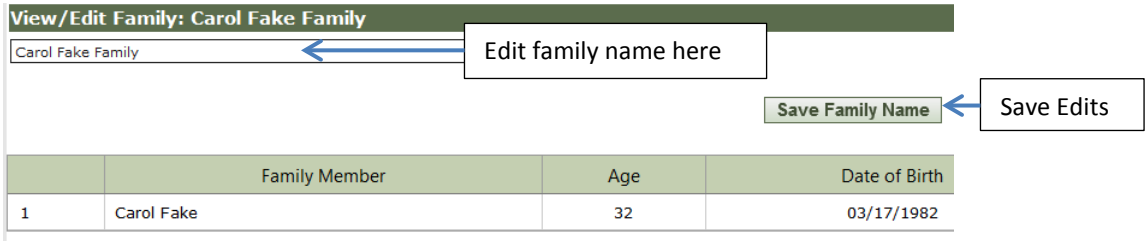
Step 3 Click on the family name


View/Edit Families
Search by (partial) Family Name, or (partial) Family Member Last Name:
fake
Search
Add New Family
To see all Families leave the box empty.
View Participants Not Currently in a Family
Include Disabled Families
Family Name
1
Bill Fake Family
Click here to select the family
Family Members
Fake, Bill
2
Cari Fake Family
Plus or minus signs will show or hide the members in the family

Step 4 Click Edit Family Name to edit



Step 5 Edit the Family name and save the edits



View/Edit Participant Demographics

This link allows you to correct any of the client's/participant's demographics.

Step 1 Click the link on the home page

Step 2 Search for the participant

Step 3 Click on the participant's name

Step 4 Edit demographics as needed

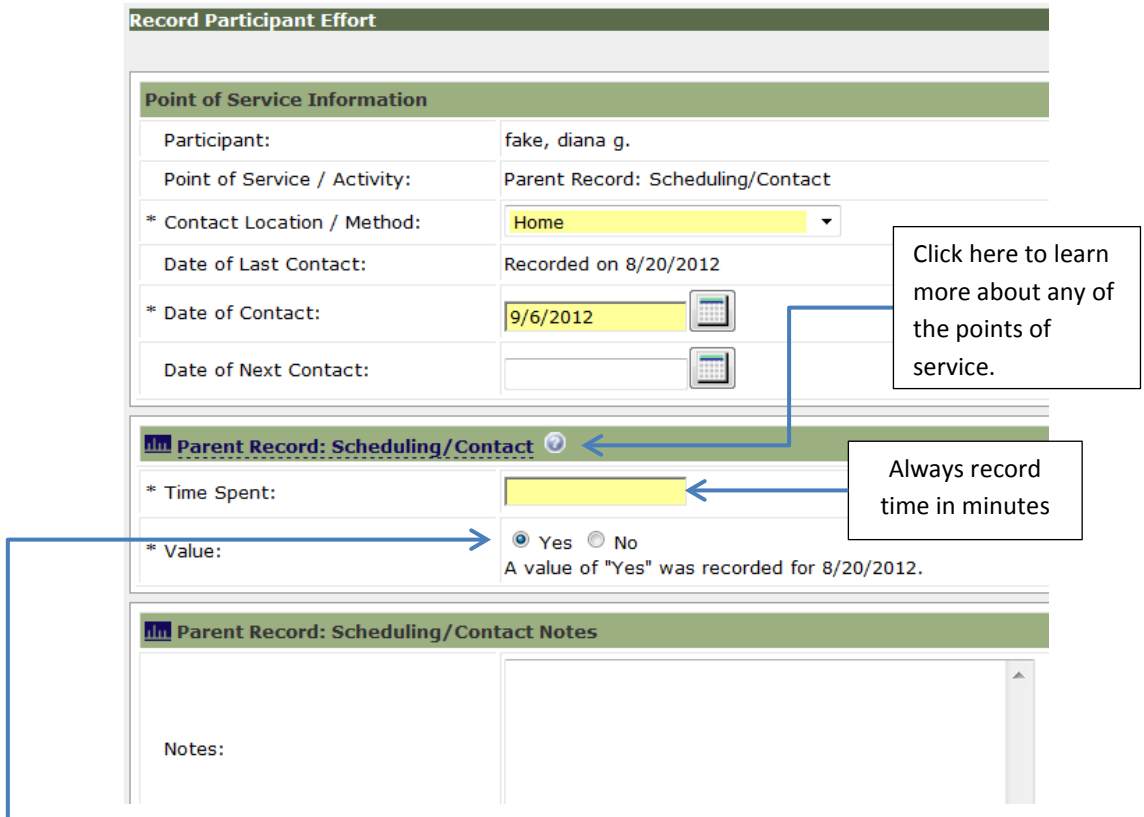
Record Recruitment Efforts on Parent

This process will record any time and effort the home visitor has spent recruiting the potential participant to the home visiting model. Record your time here for each new effort you make to recruit the potential participant.

Step 1 Click on the link

Step 2 Search for the participant

Step 3 Choose the only participant point of service in the Recruitment program



Note: Mark "Yes" in the value section to show that the participant **was involved** in the effort. Mark "No" if the participant/client **was not involved**.

Record Point of Service for Time Spent Recruiting Participants NOT Entered into ETO

Any effort to recruit new participants to the home visiting model should be recorded here. Examples of these efforts include: setting up a booth at a health fair, speaking about your program at a school, or visiting with a group at the local church.

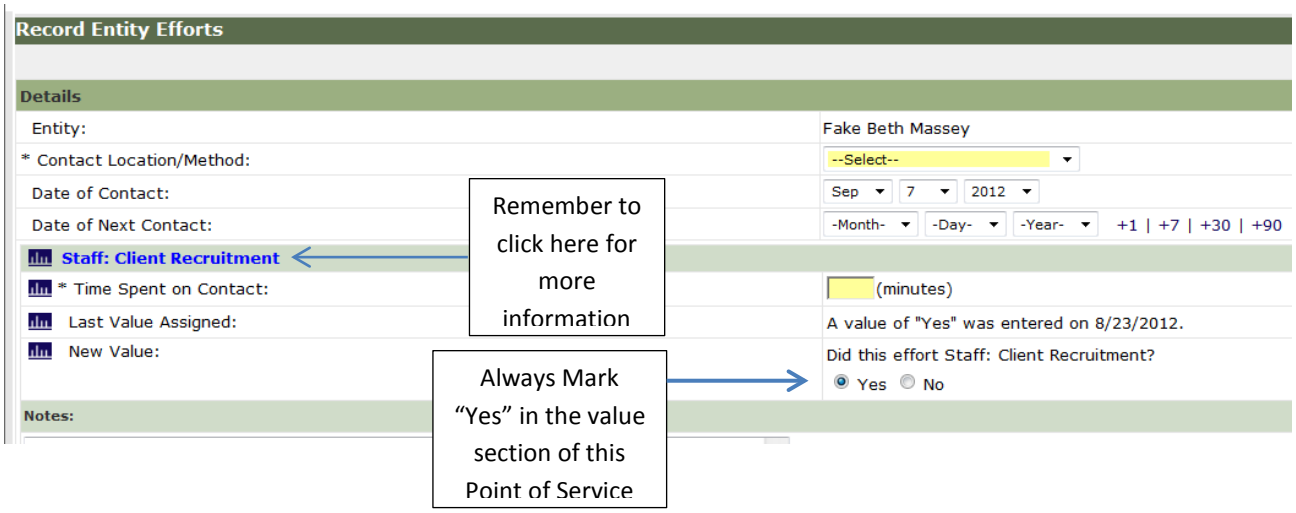
Step 1 Click the link on the Home Page

Step 2 Search for your name

Step 3 Then select your name

Step 4 Choose the on Entity Point of Service in the Recruitment program

Step 5 Complete the point of service



Referral to Home Visiting Program

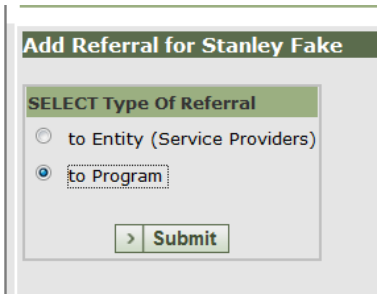
This referral system lets you refer a participant from the Recruitment Program to your model program. The model program is where you will begin recording services provided. Participants that do not consent to the program will not be referred to the model program.

Step 1 Click the link on the Home Page

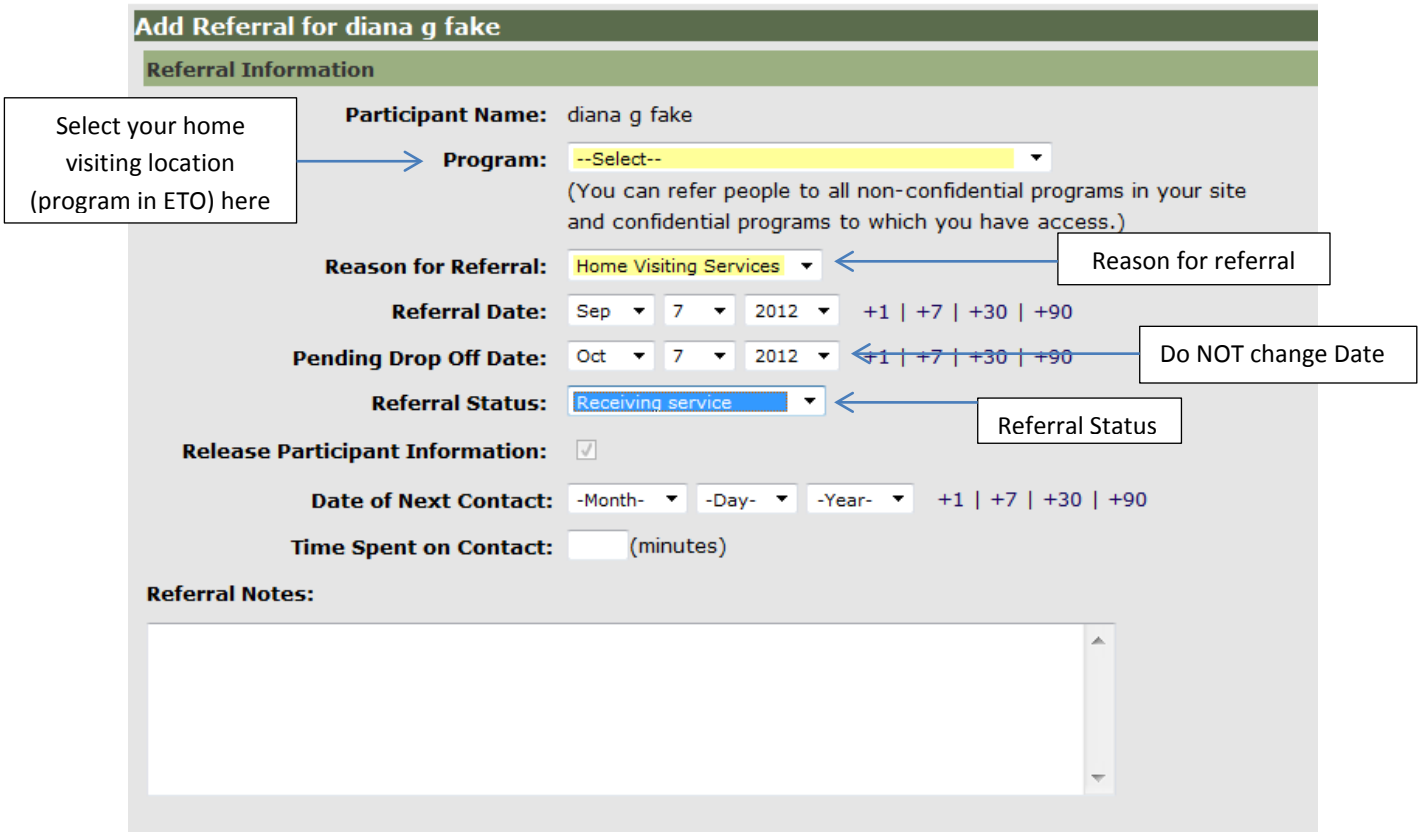
Step 2 Search for the participant

Step 3 Choose the participant

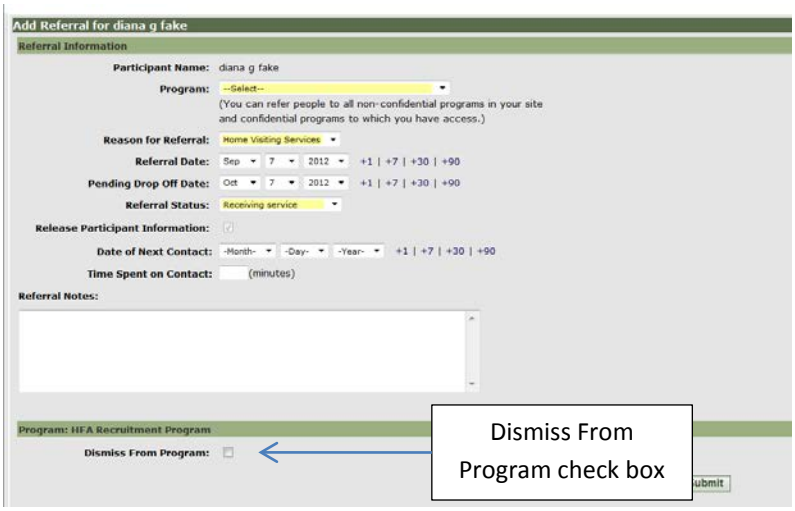
Step 4 Select "to Program" and click submit



Step 5 Choose your model program, the reason for the referral (Home Visiting Services), the date of the referral (the consent date), and the status of the referral (Receiving Services).

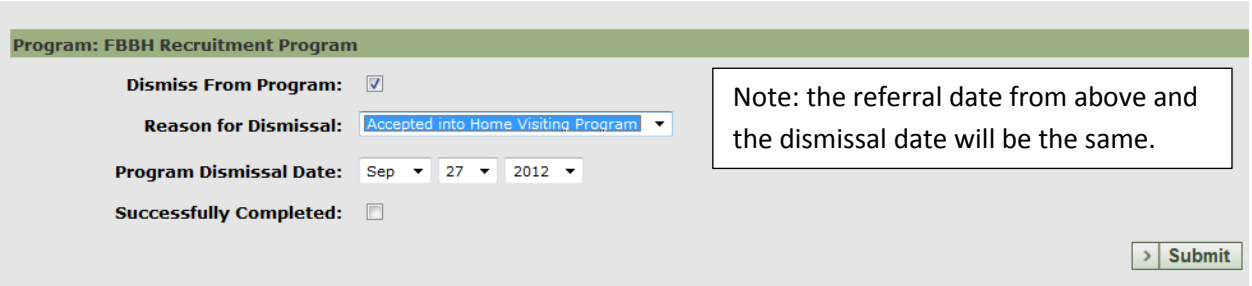

Add Referral for diana g fake
Referral Information
Participant Name: diana g fake
Program: --Select--
(You can refer people to all non-confidential programs in your site and confidential programs to which you have access.)
Reason for Referral: Home Visiting Services
Referral Date: Sep 7 2012 +1 | +7 | +30 | +90
Pending Drop Off Date: Oct 7 2012 +1 | +7 | +30 | +90
Referral Status: Receiving service
Release Participant Information:
Date of Next Contact: -Month- -Day- -Year- +1 | +7 | +30 | +90
Time Spent on Contact: (minutes)
Referral Notes:
Select your home visiting location (program in ETO) here
Reason for referral
Do NOT change Date
Referral Status

Step 6 Participants can also be dismissed from the Recruitment program at this time. Check the box next to "Dismiss From Program".


Add Referral for diana g fake
Referral Information
Participant Name: diana g fake
Program: --Select--
(You can refer people to all non-confidential programs in your site and confidential programs to which you have access.)
Reason for Referral: Home Visiting Services
Referral Date: Sep 7 2012 +1 | +7 | +30 | +90
Pending Drop Off Date: Oct 7 2012 +1 | +7 | +30 | +90
Referral Status: Receiving service
Release Participant Information:
Date of Next Contact: -Month- -Day- -Year- +1 | +7 | +30 | +90
Time Spent on Contact: (minutes)
Referral Notes:
Program: HFA Recruitment Program
Dismiss From Program:
Dismiss From Program check box

Step 7 Choose "Accepted into Home Visiting Program"

Step 8 Set the Program Dismissal Date (matches the referral date and consent date)

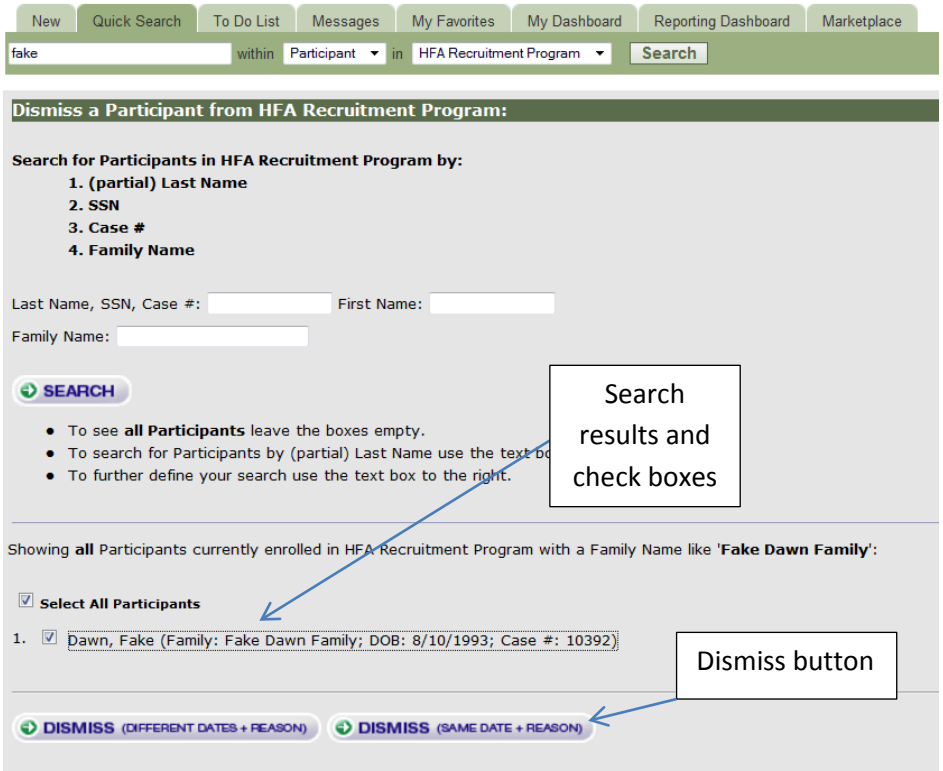


Dismiss Family from Recruitment Program

This feature will dismiss the participant from the Recruitment program. Use this process if a potential participant is lost to contact, refuses services, or is not enrolled into the model program for other reasons.

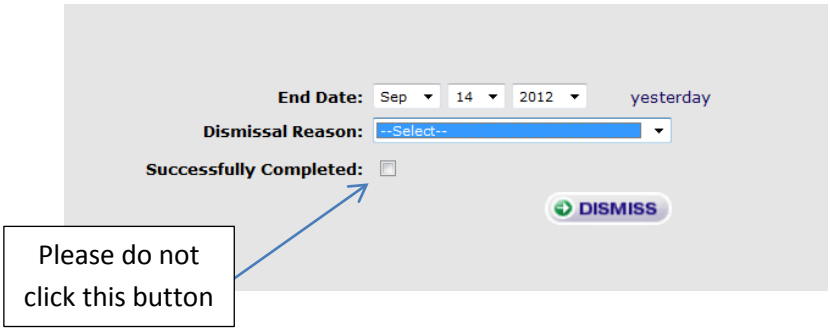
Step 1 Click the link on the Home Page, search for the participant by their Family Name or last name and first name. Then choose the potential participant by checking the box next to their name.

Step 2 Click Dismiss (Same Date + Reason).


New
Quick Search
To Do List
Messages
My Favorites
My Dashboard
Reporting Dashboard
Marketplace
fake
within
Participant
in
HFA Recruitment Program
Search
Dismiss a Participant from HFA Recruitment Program:
Search for Participants in HFA Recruitment Program by:
1. (partial) Last Name
2. SSN
3. Case #
4. Family Name
Last Name, SSN, Case #:
First Name:
Family Name:
SEARCH
To see all Participants leave the boxes empty.
To search for Participants by (partial) Last Name use the text bo
To further define your search use the text box to the right.
Search results and check boxes
Showing all Participants currently enrolled in HFA Recruitment Program with a Family Name like 'Fake Dawn Family':
Select All Participants
1. Dawn, Fake (Family: Fake Dawn Family; DOB: 8/10/1993; Case #: 10392)
Dismiss button
DISMISS (DIFFERENT DATES + REASON)
DISMISS (SAME DATE + REASON)

Step 3 Correct the date on the screen shown below, if applicable, and select the best Dismissal Reason from the drop-down.

Step 4 Then click Dismiss.



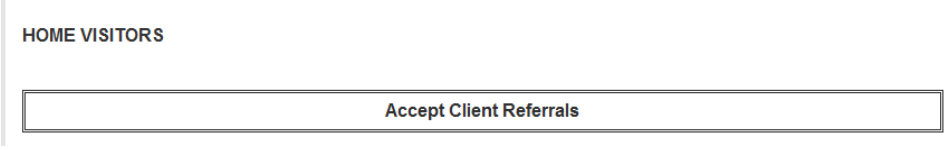
Model Program (Home Page Links)

The Model Program is strictly for collecting data of participants that have consented to be served by your local organization. All curriculum, assessment, benchmark, and referrals will be recorded in this section. Supervision and training data for home visitors and coordinators will also be recorded in this program.

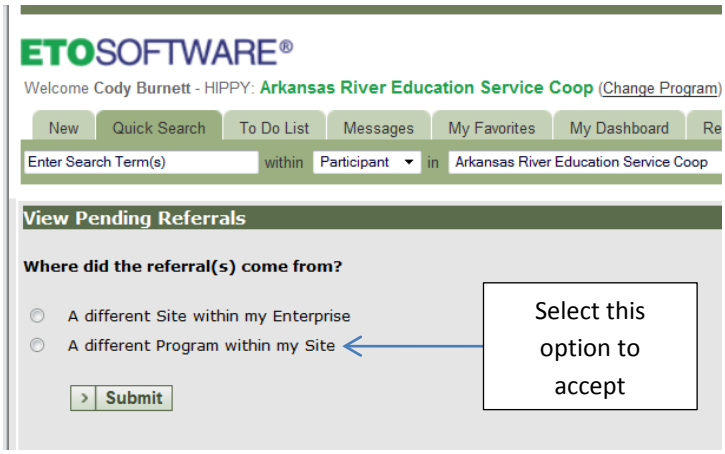
Accept Client Referrals

Step 1 Change from the Recruitment program to a location specific program.

Step 2 Click the first link on the home page

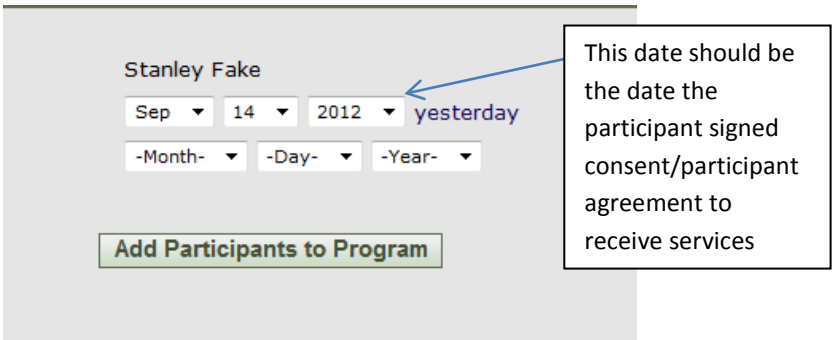


Step 3 Click the second option and then click submit



Step 4 Click "Accept". Then choose "Yes" to confirm the acceptance.

Step 5 On the next screen, enter the Start Date/ Enrollment Date and leave the Project Completion Date blank. Then click "Add Participant to Program" and click "OK".



Adding Participants to Caseload

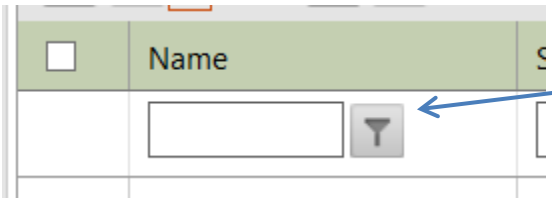
All participants must be added to the home visitor's caseload. This can be done on the home visitor's dashboard. HIPPY Coordinator MUST do this for their staff. Coordinators from other organizations may also choose to do this for staff, but staff other than HIPPY will have the ability to do it for themselves. The first method shown below is for home visitors. The second method is for coordinators.

Staff Adding Caseload

Step 1 Click on the My Dashboard tab at the top of the screen.

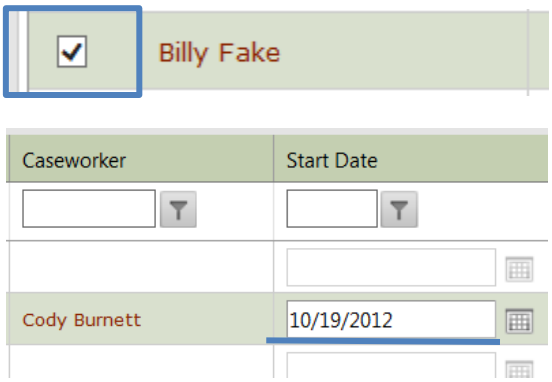
Step 2 Find the My Caseload tile on the dashboard and click Add

Step 3 Use the filter in the Name column to locate the participant



Use this filter to refine your search of participants. Type the name in the blank and click on the filter. Then select an option to best filter the results

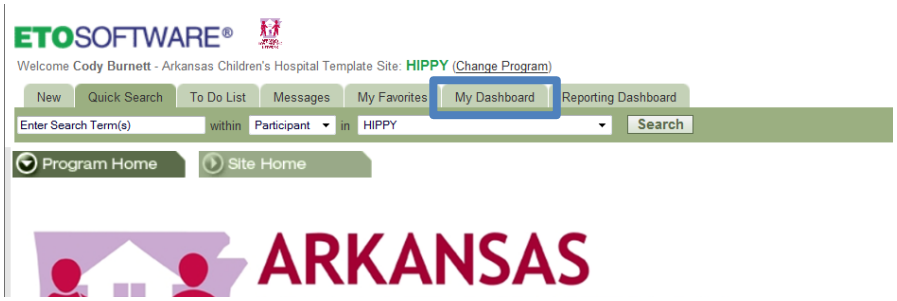
Step 4 Place a check next to the participant's name and change the start date to match the date of consent. Scrolling the screen to the right should show the Start Date Column.



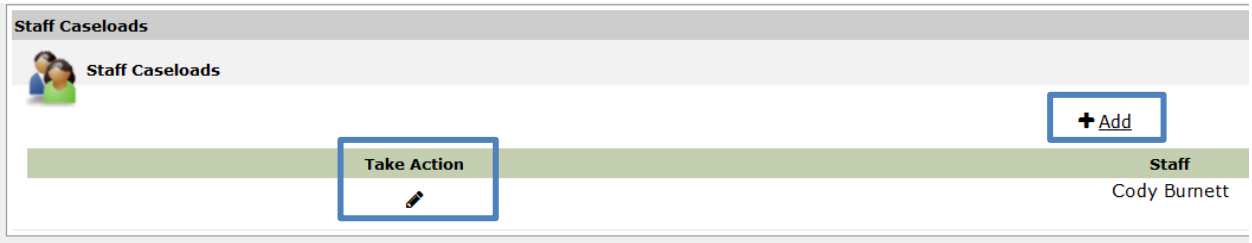
Step 5 Click Save an then Click Return to Dashboard

Coordinator Adding Staff Caseload

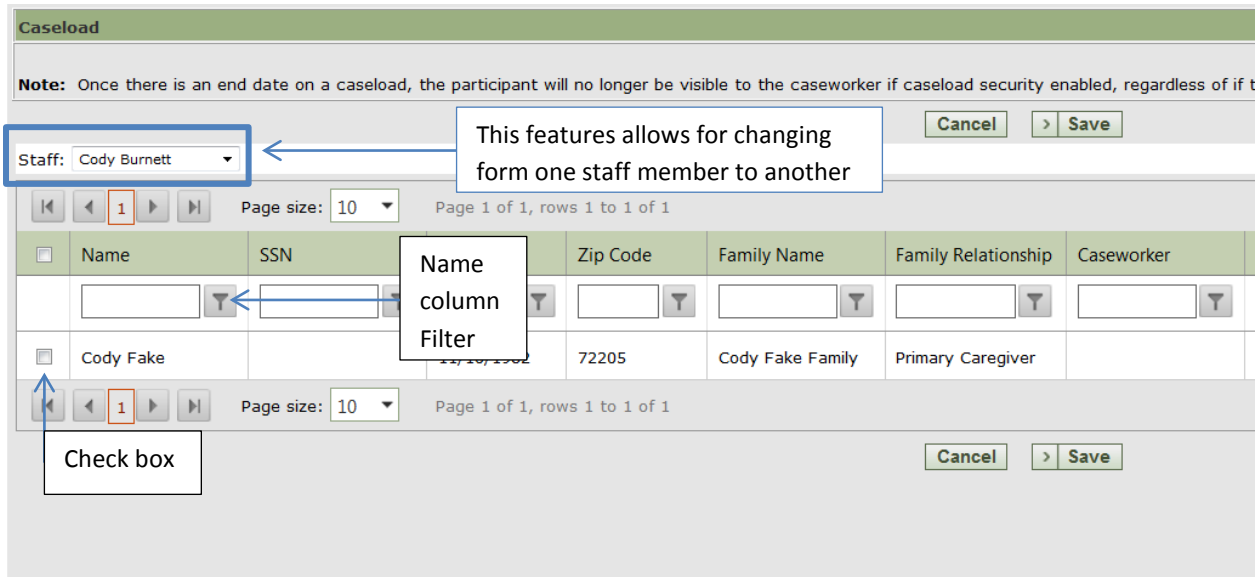
Step 1 Click on the My Dashboard tab at the top of the screen



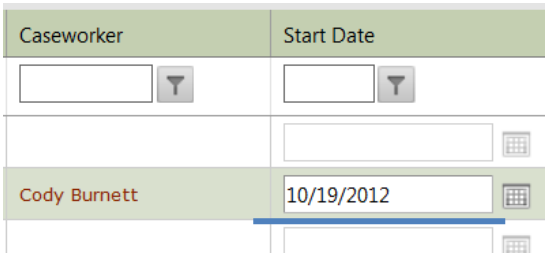
Step 2 Click on the Add button or on the pencil under take action if the staff member who's caseload that needs to be edited is shown



Step 3 Use the Name column filter to search for the participant
Step 4 Click the check box next to the Participants name


Caseload
Note: Once there is an end date on a caseload, the participant will no longer be visible to the caseworker if caseload security enabled, regardless of if t
Cancel
Save
Staff: Cody Burnett
This features allows for changing form one staff member to another
Page size: 10
Page 1 of 1, rows 1 to 1 of 1
Name
SSN
Zip Code
Family Name
Family Relationship
Caseworker
Name column Filter
Cody Fake
72205
Cody Fake Family
Primary Caregiver
Page size: 10
Page 1 of 1, rows 1 to 1 of 1
Check box
Cancel
Save

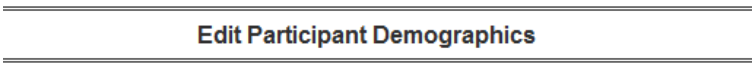
Step 5 Change the start date to match the date of consent. Scrolling the screen to the right should show the Start Date Column.



Edit Participant Demographics

This function allows you to edit or update a client's/participant's demographics. All participants accepted from the Recruitment Program will need there demographics updated due to the additional question ask once the participant is enrolled.

Step 1 Click the Edit Participant Demographics link on the home page



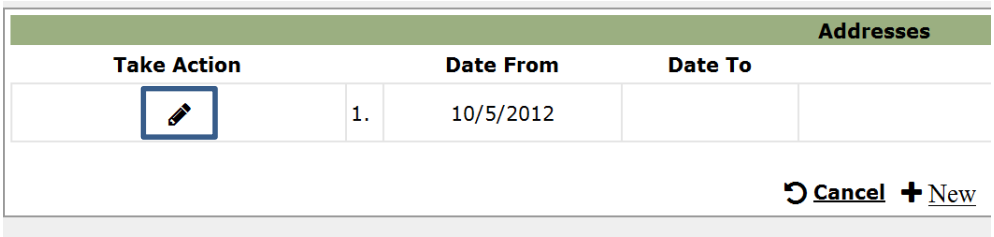
Step 2 Search for the participant by last name or case number and click on the participants name

Edit Address

While editing participant demographics, you may need to make a correction to the address or enter one for the first time. This function operates different than the rest of the demographics. Therefore, this should be done first; otherwise you will lose all of the previous correction or entries you have performed prior to editing the address. You will not be able to enter the information into the yellow shaded box. Instead, you will have to click the "Edit Address History" link next to the address box.

Step 1 Click Edit Participant Address History

Step 2 Click on the pencil under Take Action to edit the address

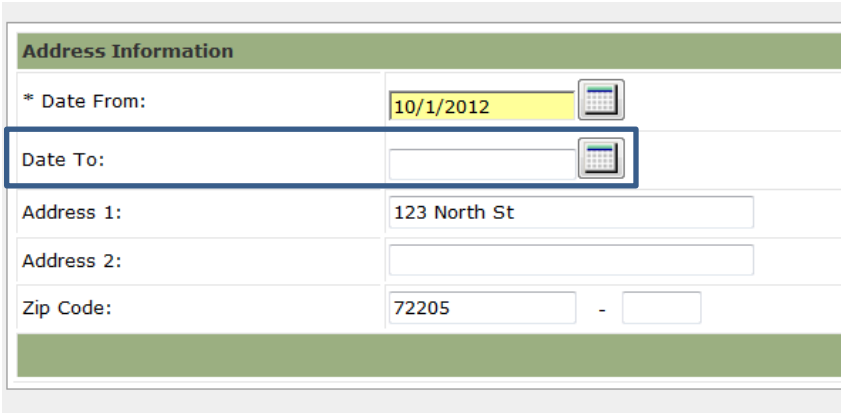


Step 3 Click "Save" on the right side of the screen once the address has been edited
Step 4 Click "Cancel" to return to the demographics page

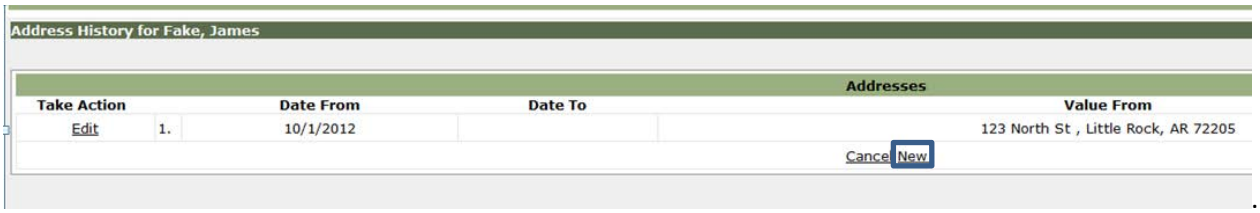
Entering an Address due to a Family Moving

This will allow you to keep a history of the participant's housing moves throughout their enrollment.

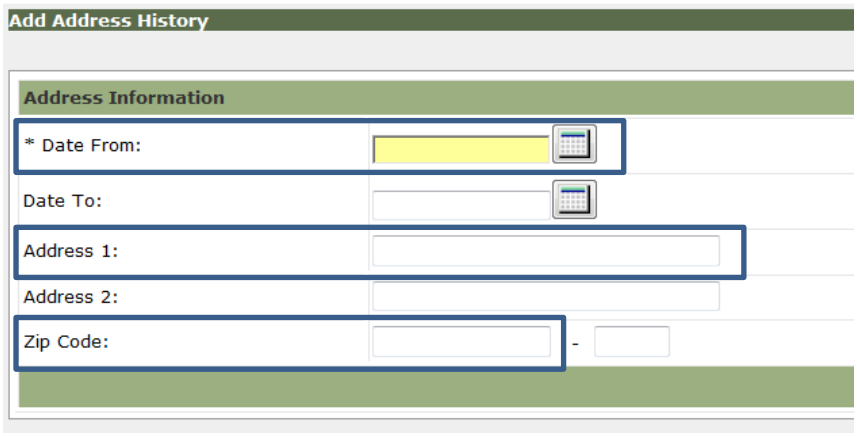
Step 1 Click "Edit" on next to the current address.
Step 2 Change the "Date To" date to the day the participant/client moved out of the current housing location.



Step 3 Click “Save” on the right side of the screen.
Step 4 Click “New” on the address list screen



Step 5 In the “Date From” date enter the move in date of the new residence, the new address, and the zip code.



Step 6 The “Date To” date should be left blank until this residence is vacated.
Step 7 Click “Save” on the right side of the screen.
Step 8 On the Address list screen, click “Cancel” to return to the demographics page.
Step 9 Submit all updates on a regular basis to keep from losing any data.

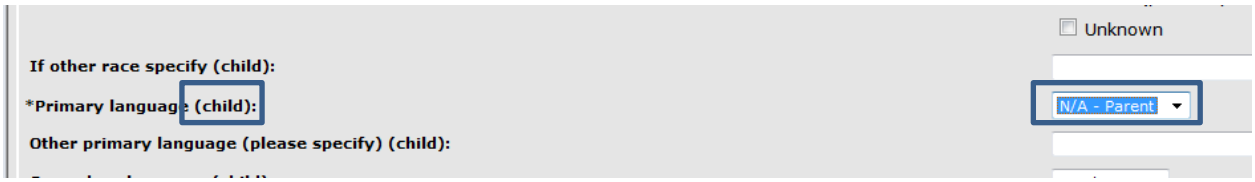
Special Rule for Editing Demographics

All demographics will appear on the screen when editing an individual’s demographics. Caregiver demographics and target child demographics will appear, regardless of the participant you are editing. **FILL OUT ALL DEMOGRAPHIC QUESTIONS PERTAINING TO THE PARTICIPANT**

Special labeling has been set in place to ease this process.

- **Key Participant Demographics: Parent and Child –** The information collected in this section should be entered for all participants.
- **Parent-specific Demographics** - This information should be completed for all primary caregivers. Choose the “N/A – Target Child” response option from any drop- down or type “N/A – Target Child” in any of the required text fields in this section when editing a target child record.
- **Child-specific Demographics** - This information should be completed for all target children. Choose the “N/A – Parent” response option from any drop- down or type “N/A – Parent” in any of the required text fields in this section when editing a parent record.

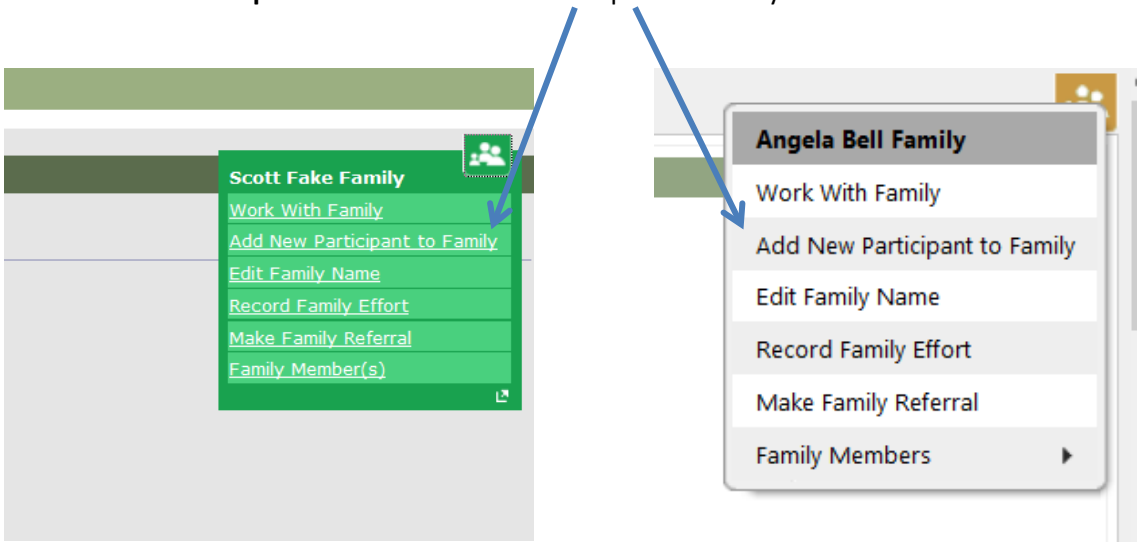
Example: The sample below shows a Parents Demographics page. As you can see there is a question conserning information about a child and the answer shows that this is a parent's information.



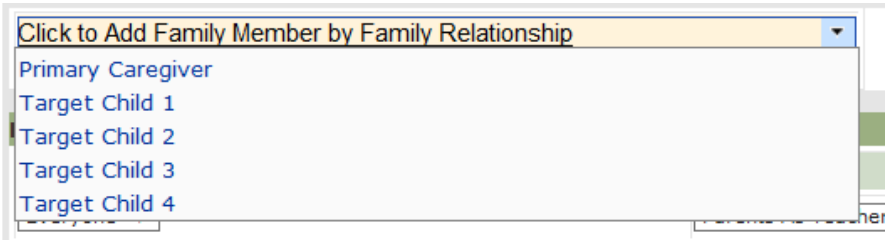
Adding a Target Child (option 1)

The easiest way to add a target child is through the demographics page of the Primary Caregiver. However, you should never enter a child if they have not yet been born.

Step 1 Click on the family icon in the top right of the demographics page
Step 2 Click Add New Participant to Family



Step 3 Choose the type of target child to be entered



Step 4 Fill out all of the demographics. There will not be extra demographics here just target child demographics

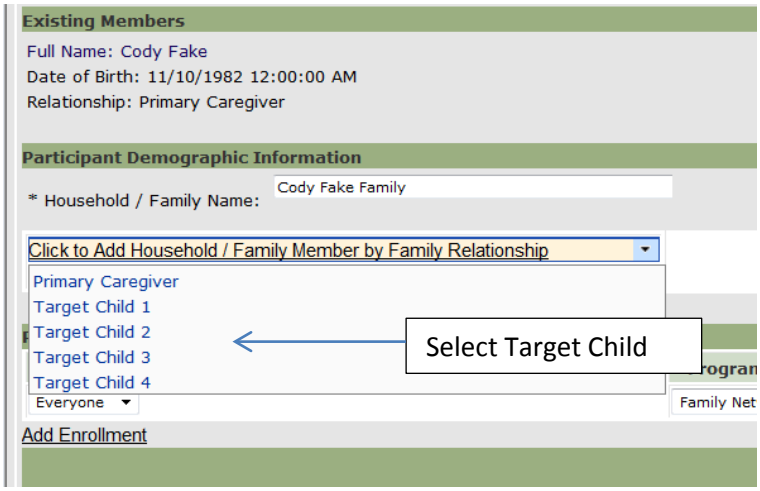
Add/Edit Family (update parent demographics and add children to family)

Use this link to edit the family name as shown earlier in the Recruitment Program section of the manual. If you have already updated the primary caregiver's demographics and did not add a target child you can do it here. A primary caregiver can also be made Head of Household here if it was missed while filling out the original demographics.

Adding a Target Child (option 2)

Step 1 Click Add/Edit Family
Step 2 Search for the family
Step 3 Click on the family name
Step 4 Click on Add New Family Member

Step 5 Choose the target child number being entered



Step 6 Fill out all of the demographics

Add Reliable Contacts

This function allows you to add friends and family members who are helpful when trying to locate or contact a participant. (See Recruitment Program section for more information.)

View/Edit Reliable Contacts

From this link you can search for any participant to view their reliable contacts and edit them if needed. (See Recruitment Program section, View/Edit reliable Contacts page 3, for more information.)

Record a Home Visit or Group Activity on Parent

This link allows you to access assessments. From here, you can choose the Home Visit Record or the Group Meeting Record. These assessments must be filled out every time you provide direct intervention (educational content) for a family. In other words every time a visit is made to the home or a group meeting occurs. Home visits may also occur in other location besides the home. Consult you model regulation. These Records will always be filled out for the primary caregiver/parent in the system.

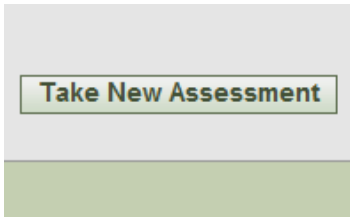
*Parent Record: Home Visit

This MUST BE FILLED OUT FOR EVERY HOME VISIT or other contacts where educational content is provided, including the enrollment visit and visits to complete ASQs or Family Maps

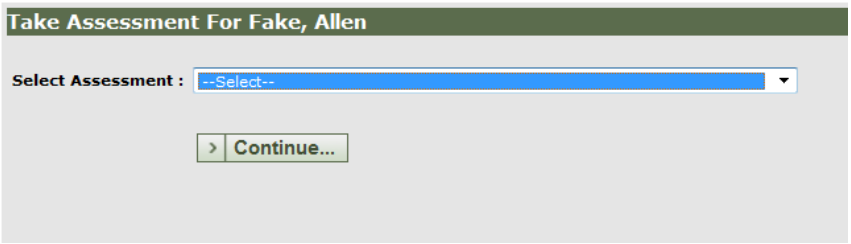
Step 1 Click the link on the Home Page: Record a Home Visit or Group Activity on Parent

Step 2 Search for and select the participant.

Step 3 Choose Take New Assessments on the following screen



Step 4 Choose *Parent Record: Home Visit from the dropdown



Step 5 Click “Continue”.

Step 6 Fill out the entire assessment

Step 7 On the third and last page, click Submit. Save Draft will not fully submit the document, but will save what is completed if there is an interruption in the data entry process.

*Parent Record: Group Meeting

This assessment is recorded on the primary caregiver participant. **This assessment MUST BE FILLED OUT for each Primary Caregiver attending a group meeting**.

Step 1 Click the link on the Home Page: Record a Home Visit or Group Activity on Parent
Step 2 Search for and select the participant.
Step 3 On the next screen, choose Take New Assessments
Step 4 Select *Parent Record: Group Activity
Step 5 Click Continue
Step 6 Answer Yes or No to each section
Step 7 If Yes is selected for a section mark all other items covered during the meeting
Step 8 At the bottom of the page click Submit. Save Draft will not fully submit the document, but will save what is completed if there is an interruption in the data entry process.
Step 9 Repeat these steps for each individual at the group meeting.

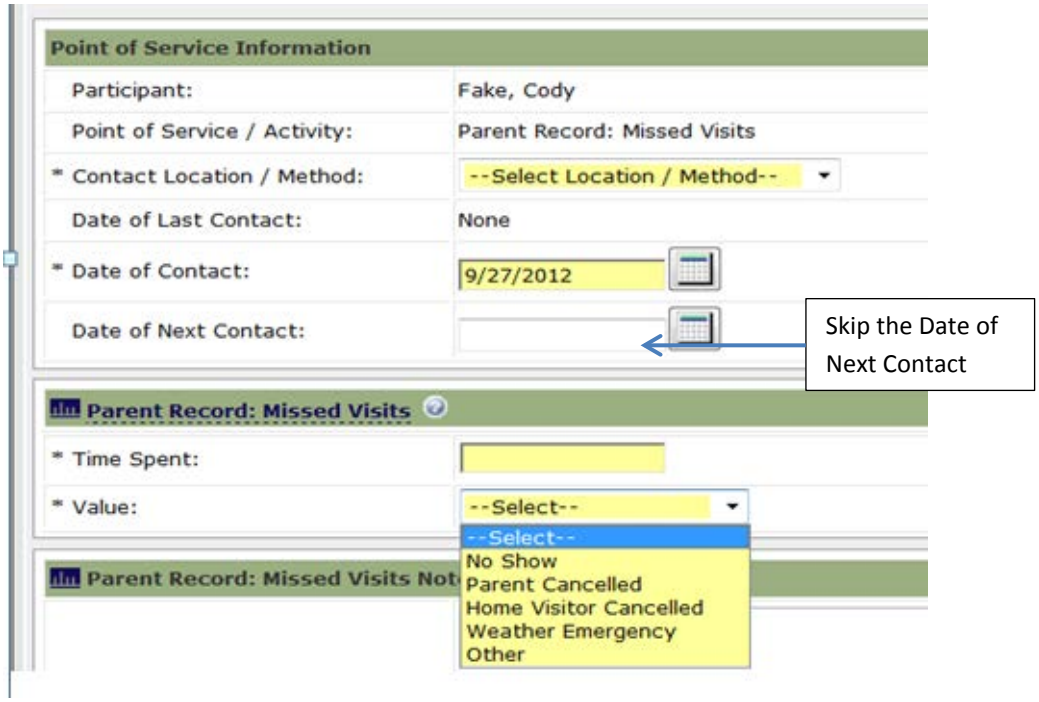
Record Missed Visits, Locating, Transportation, & Miscellaneous Contacts on Parent

All information contained in this section is recorded on the enrolled primary caregiver. You can record missed or cancelled visits and non-educational contact with the participant. This may consist of scheduling calls, help finding services, any transportation trips where NO education was provided, and any other non-educational contact. If a referral to a service provider is made the referral will need to be recorded (See page 24). Remember if education is provided a Home Visit record should be recorded.

Missed Visit

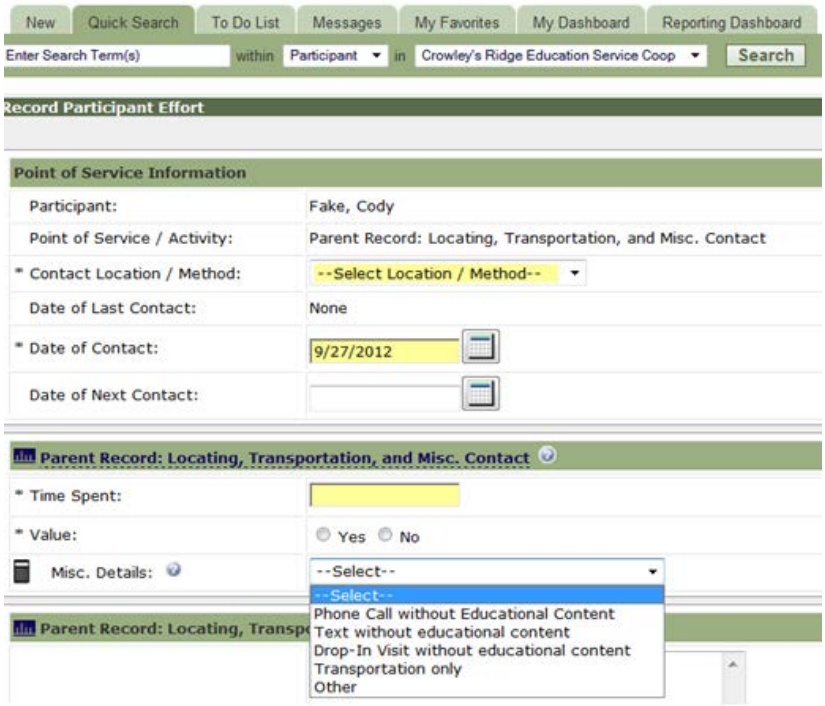
Step 1 Click on the link.

Step 2 Search for and select the participant.
Step 3 Select the Parent Record: Missed Visit point of service from the dropdown.
Step 4 Select the best option for Contact Location/Method
Step 5 Enter the Date of Contact
Step 6 Skip the Date of Next Contact
Step 7 Enter the amount of time spent on the contact
Step 8 Select the best option from the value dropdown that describes why the visit was missed



Locating, Transportation, & Miscellaneous Contact

Step 1 Click the link on the home page
Step 2 Search for and select the participant
Step 3 Select the Parent Record: Locating, Transportation, & Miscellaneous Contact from the dropdown
Step 4 This POS captures contacts that DO NOT include educational content or referrals.



"Value" records if the participant was present during the effort. Remember, this record could be an effort for a participant who was not present in which case you would select "No". However, if the participant is present you will make "Yes".
"Misc. Details" records the type of non-educational contact that was made during the effort.

Record Family Assessment on Parent

All information contained in this section is recorded on the primary caregiver (parent); however, the assessments are to be given based on each of the children's individual ages.

Examples:

Enrollment Assessment: Parent Record: Enroll Target Child 1 - Prenatal, Infant/Toddler, or Early Childhood. Repeat as needed for sibling forms using target child 2, 3, and 4 ETO assessments. This will be the first Family Assessment completed on the parent.

Follow-up Assessment: Parent Record: Target Child 1 – XX Months (Child's birthday or half birthday)
Repeat as needed for sibling forms using target child 2, 3, and 4 ETO assessments. These assessments will be completed as follow-ups to the enrollment version.

SEE CHART FOR DETAILS ON THE TIMING OF THE ASSESSMENTS, BASED ON CHILD'S AGE

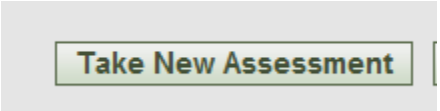
(BIRTHDAYS AND HALF BIRTHDAYS) See Appendix

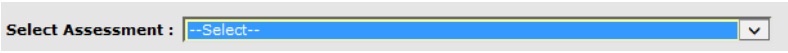
Step 1 Click the link.

Step 2 Search for the participant.

Step 3 Choose the parent's name.

Step 4 On the following screen choose "Take New Assessments" to view the assessment drop-down list.





Step 5 From the list of assessment, choose an assessment.

Step 6 Click "Continue".

Record Child Assessments (ASQ/ASQ: SE) on Child

All information in this section is recorded on the Target Child/Children. Two different types of assessments are available through this link: ASQ and ASQ:SE. The timing for these assessments depends on each child's age, including siblings.

Enrollment example: Child Record: ASQ *Enrollment and/or Child Record: ASQ:SE *Enrollment. In this assessment you use a drop-down to record the child's age. This will be the first of ASQ or ASQ:SE that is completed for a child.

Follow-up example: Child Record: ASQ - X Months and/or Child Record: ASQ:SE - X Months (child's birthday or half birthday) These assessments will be completed as follow-ups to the enrollment version.

SEE CHART FOR DETAILS ON THE TIMING OF THE ASSESSMENTS, BASED ON CHILD'S AGE

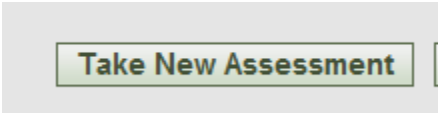
(BIRTHDAYS AND HALF BIRTHDAYS) See Appendix

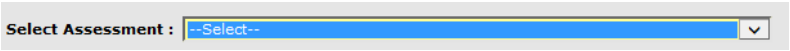
Step 1 Click the link.

Step 2 Search for your target child.

Step 3 Choose the child's name.

Step 4 On the following screen choose "Take New Assessments" to view the assessment drop-down list.





Step 5 Choose the correct ASQ or ASQ:SE assessment that you are entering.

Step 6 Click "Continue".

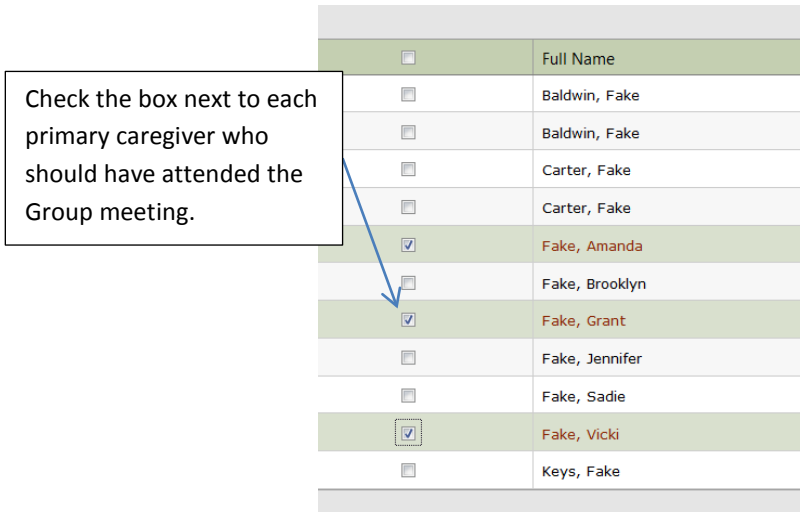
Record Group Activity on Parent (Choose Participant on the following Screen)

This is a Group Point of Service (POS) link builds a roster for those who should have attended the meeting and allows them to be marked present or absent.

Step 1 Click the link.

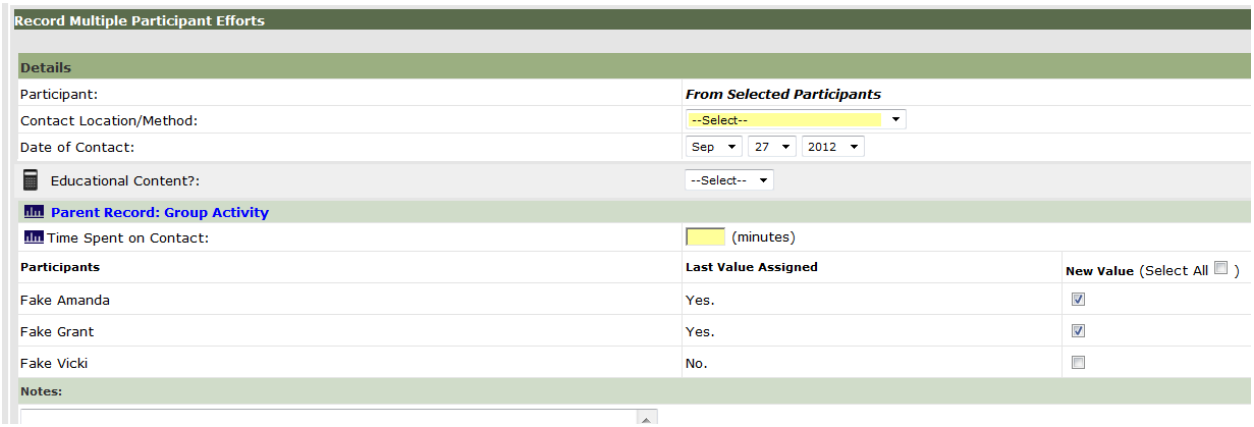
Step 2 On the following screen choose "Participant", NOT "Group/Family".

Step 3 Next, select all the **primary caregivers** who should have attended the group session and click "Submit".



Step 4 In the drop-–down, choose the Parent Record: Group Activity point of service and click "Submit".

Step 5 Answer the question, while remembering to record time in minutes, and be sure to check all of the boxes next to the participants who attended the group meeting. Leave the boxes in this section blank for clients/participants who did not attend the meeting.



Note: Remember that you must record any educational content on a *Parent Record: Group Activity assessment for each participant who attended the group meeting. This POS only records if a participant is present or absent.

Record Referral to Service Provider on Parent

All of the information in this section will be recorded on the primary caregiver/parent record. This process will record the steps taken to get a family help through community-based service providers.

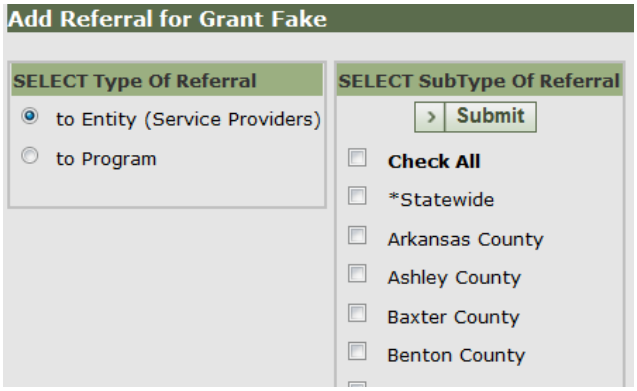
Step 1 Click the link on the Home Page.

Step 2 Search for a primary caregiver.

Step 3 Select the participant.

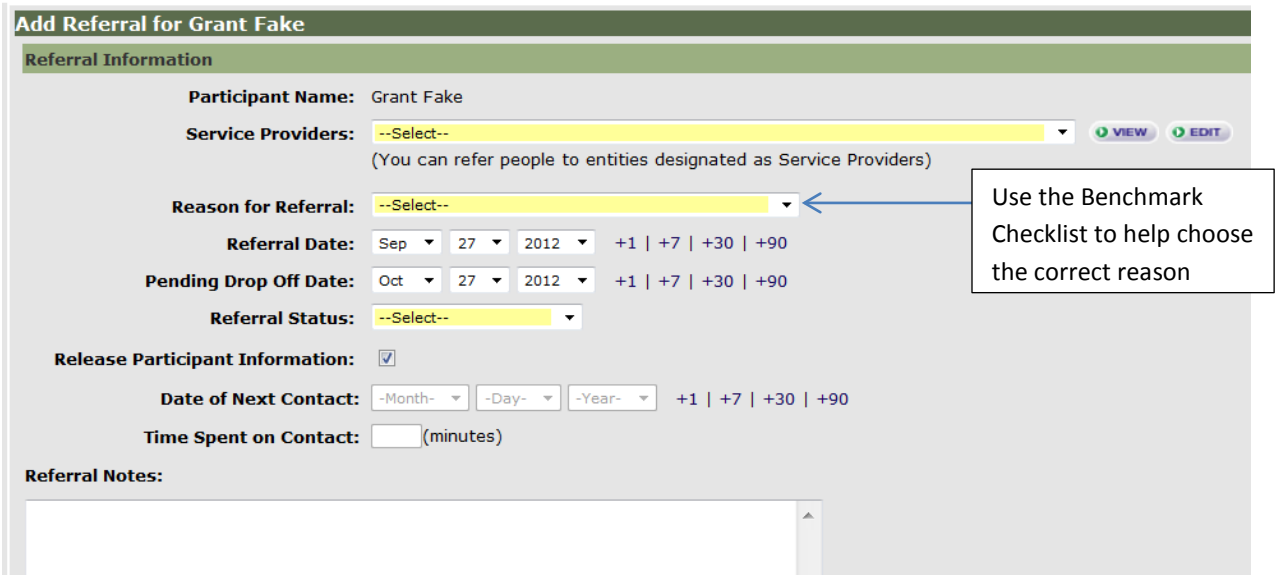
Step 4 Select a type of referral. Choose “to Entity (Service Providers)”.

Step 5 Select as many counties as you need and click “Submit”.



Step 6 Choose a service provider from the drop-down. If you have referred a participant to the same service provider for multiple reasons this process will need to be repeated for each reason.

Step 7 Record the date of the referral and referral status.


Add Referral for Grant Fake
Referral Information
Participant Name: Grant Fake
Service Providers: --Select--
VIEW
EDIT
(You can refer people to entities designated as Service Providers)
Reason for Referral: --Select--
Referral Date: Sep 27 2012 +1 | +7 | +30 | +90
Pending Drop Off Date: Oct 27 2012 +1 | +7 | +30 | +90
Referral Status: --Select--
Release Participant Information:
Date of Next Contact: -Month- -Day- -Year- +1 | +7 | +30 | +90
Time Spent on Contact: (minutes)
Referral Notes:
Use the Benchmark Checklist to help choose the correct reason

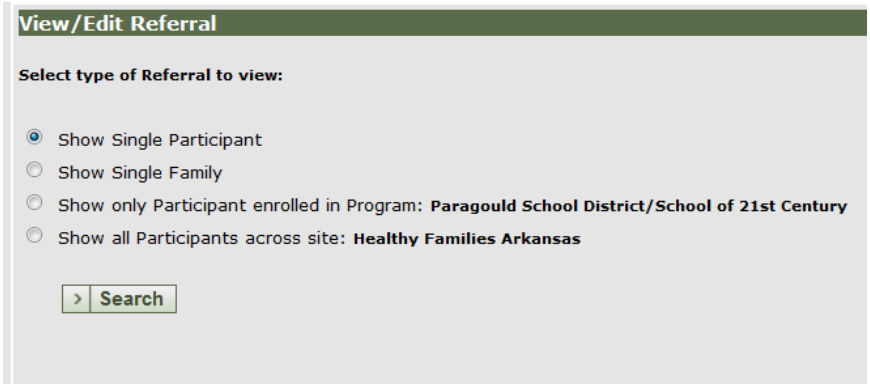
Note: Child services are recorded on the **primary caregiver** record using the *Child Health and Development* Reason for Referral.

Referral Updates for a Parent

This link allows you to update the status of any referral. This link will also allow you to view all referrals for a participant.

Step 1 Click the link on the Home Page.

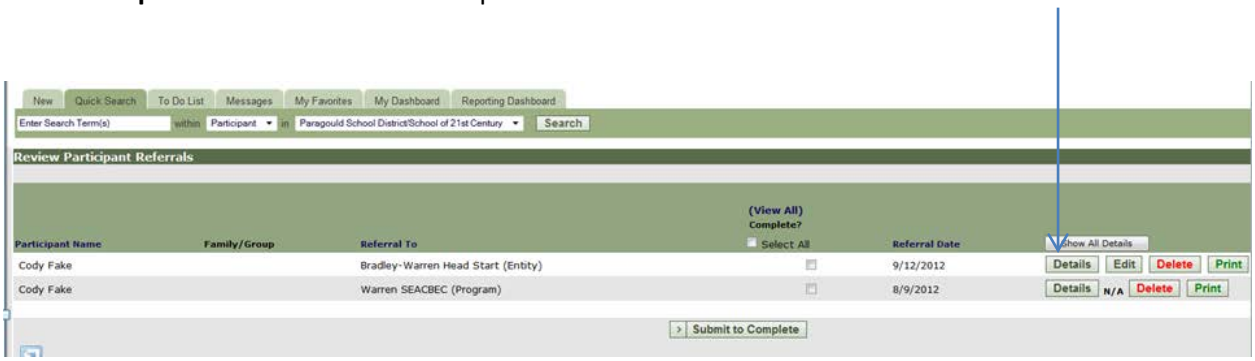
Step 2 Choose “Single Participant” and click “Search”.


View/Edit Referral
Select type of Referral to view:
Show Single Participant
Show Single Family
Show only Participant enrolled in Program: Paragould School District/School of 21st Century
Show all Participants across site: Healthy Families Arkansas
Search

Step 3 Search for your primary caregiver.

Step 4 Select them from the list of names.

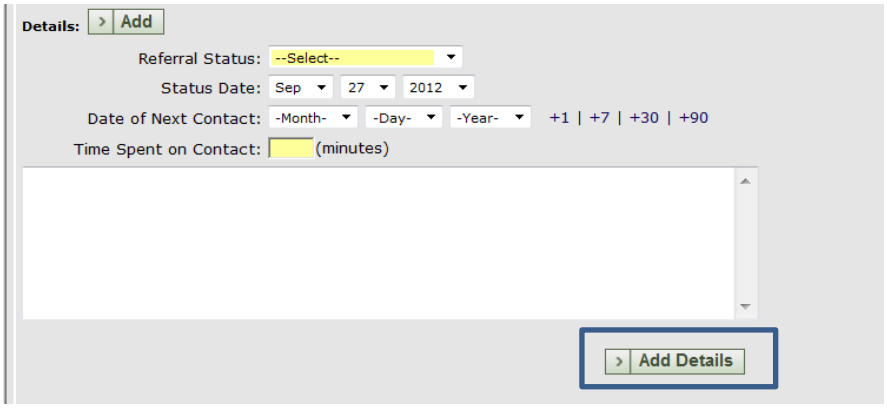
Step 5 Find the referral to be updatedin the list of referrals and click “Details”.



Step 6 Click “Add”

Step 7 Update the referral by change the status and entering the date of the new status.

Step 8 Click "Add Details"

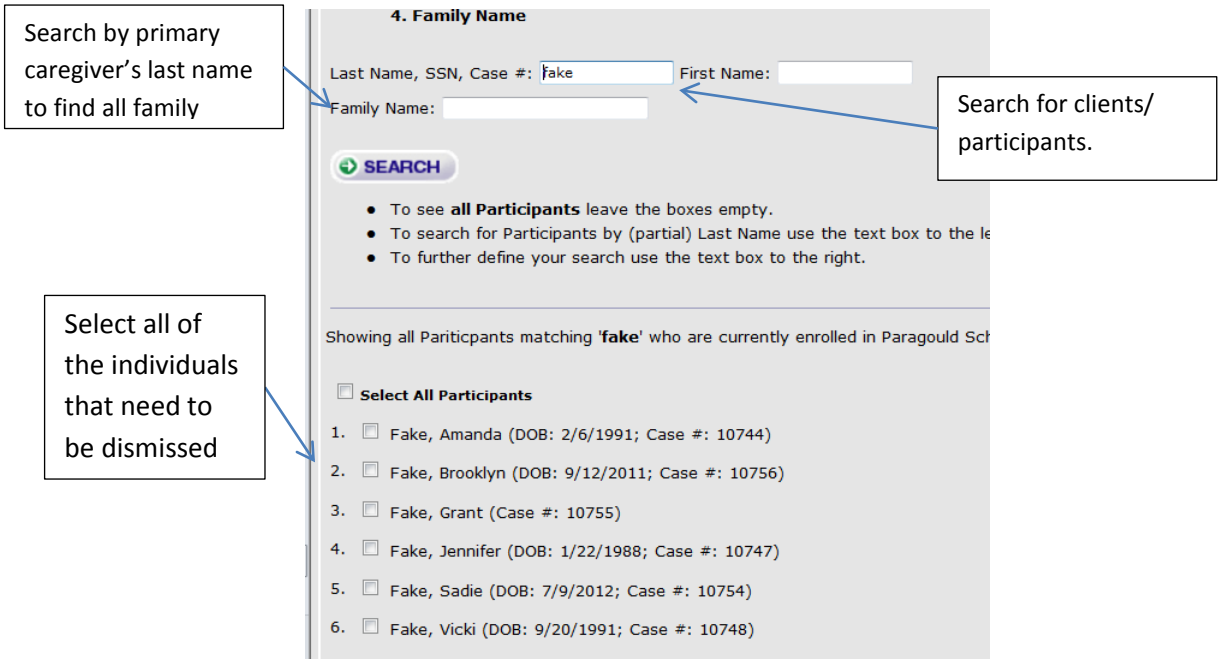


Dismiss Family from Model

This link allows you to dismiss a single participant or an entire family at once.

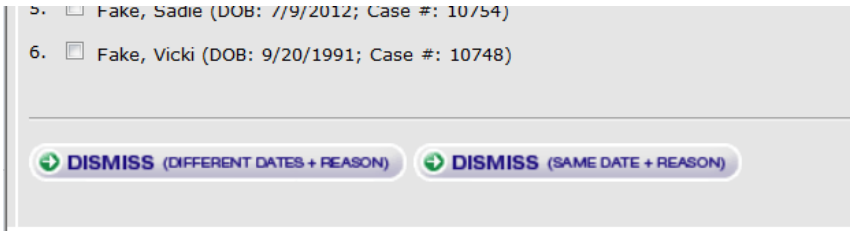
Step 1 Click the link on the Home Page

Step 2 Search for a Participant or a family.

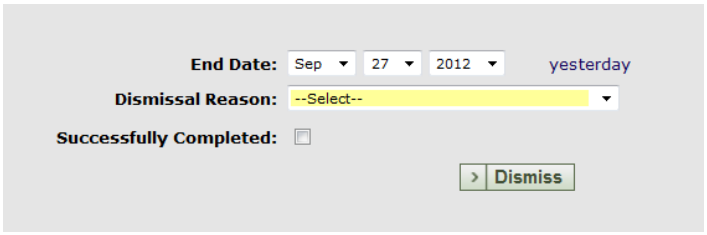

Search by primary caregiver's last name to find all family
4. Family Name
Last Name, SSN, Case #:
fake
First Name:
Family Name:
Search for clients/ participants.
SEARCH
To see all Participants leave the boxes empty.
To search for Participants by (partial) Last Name use the text box to the le
To further define your search use the text box to the right.
Select all of the individuals that need to be dismissed
Showing all Pariticpants matching 'fake' who are currently enrolled in Paragould Sch
Select All Participants
1. Fake, Amanda (DOB: 2/6/1991; Case #: 10744)
2. Fake, Brooklyn (DOB: 9/12/2011; Case #: 10756)
3. Fake, Grant (Case #: 10755)
4. Fake, Jennifer (DOB: 1/22/1988; Case #: 10747)
5. Fake, Sadie (DOB: 7/9/2012; Case #: 10754)
6. Fake, Vicki (DOB: 9/20/1991; Case #: 10748)

Step 3 Choose the individuals you wish to dismiss.

Step 4 Then click “Dismiss” (Same date + Reason).


5. Fake, Sadie (DOB: 7/9/2012; Case #: 10754)
6. Fake, Vicki (DOB: 9/20/1991; Case #: 10748)
DISMISS (DIFFERENT DATES + REASON)
DISMISS (SAME DATE + REASON)

Step 5 On the last screen, select the dismissal date and reason for the dismissal.



Home Visitors: Record my own Training

This link allows you to record current trainings that you attend during employment as a MIECHV funded home visitor.

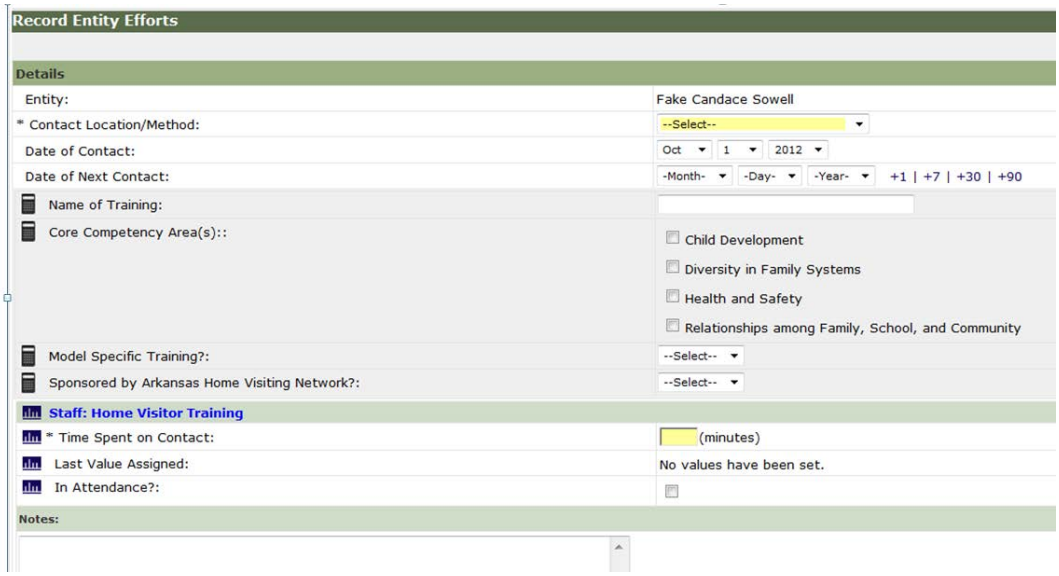
Step 6 Click the link on the Home Page.

Step 7 Type in your name on the following screen.

Step 8 Then select your name from the list provided. Remember this effort is connected to you as a home visitor NOT the participant/Client.

Step 9 Choose the Staff: Home Visitor Training point of service from the drop-down list.

Step 10 Fill out all of the information needed.


Record Entity Efforts
Details
Entity: Fake Candace Sowell
* Contact Location/Method: --Select--
Date of Contact: Oct 1 2012
Date of Next Contact: -Month- -Day- -Year- +1 | +7 | +30 | +90
Name of Training:
Core Competency Area(s)::
Child Development
Diversity in Family Systems
Health and Safety
Relationships among Family, School, and Community
Model Specific Training?: --Select--
Sponsored by Arkansas Home Visiting Network?: --Select--
Staff: Home Visitor Training
* Time Spent on Contact: (minutes)
Last Value Assigned: No values have been set.
In Attendance?:
Notes:

Coordinator Information

Add Home Visitor

This should be completed at the initial MIECHV/ETO required training. Contact ETO Administrator for more information. Call: 501-364-5464

View/Edit Entity Home Visitor

This Link allows you to search for an entity/home visitor and make edits. Click the link, type in the home visitor's name, and click "Search". Choose the home visitor from the list provided. At this point you will be able to edit the original information entered for the home visitor.

Record Family Map Mailings: Choose Participant on following Screen

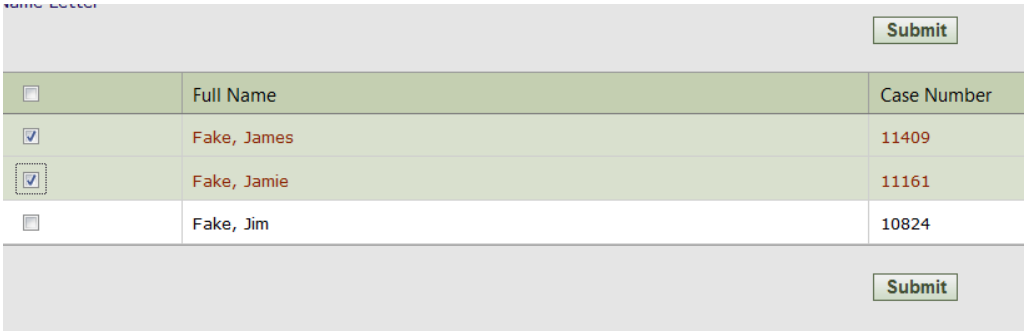
This is a point of service (POS) that will record the mailing of Family Maps into the AHVN.

Step 1 Click the link on the home page

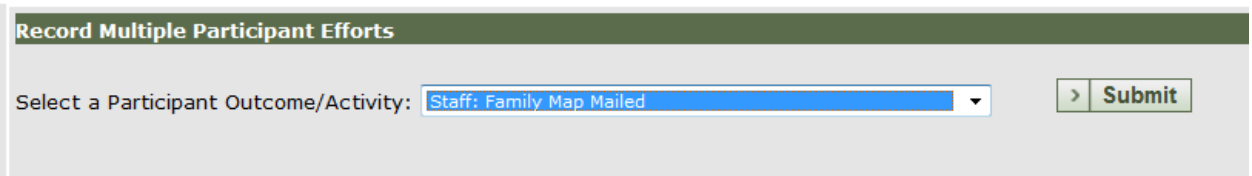
Step 2 Choose "Participant", NOT "Group/Family".

Step 3 Check the next to the primary caregivers that have been invited to the group meeting

Step 4 Click Submit



Step 5 Select "Staff: Family Map Mailed" from the drop-down.



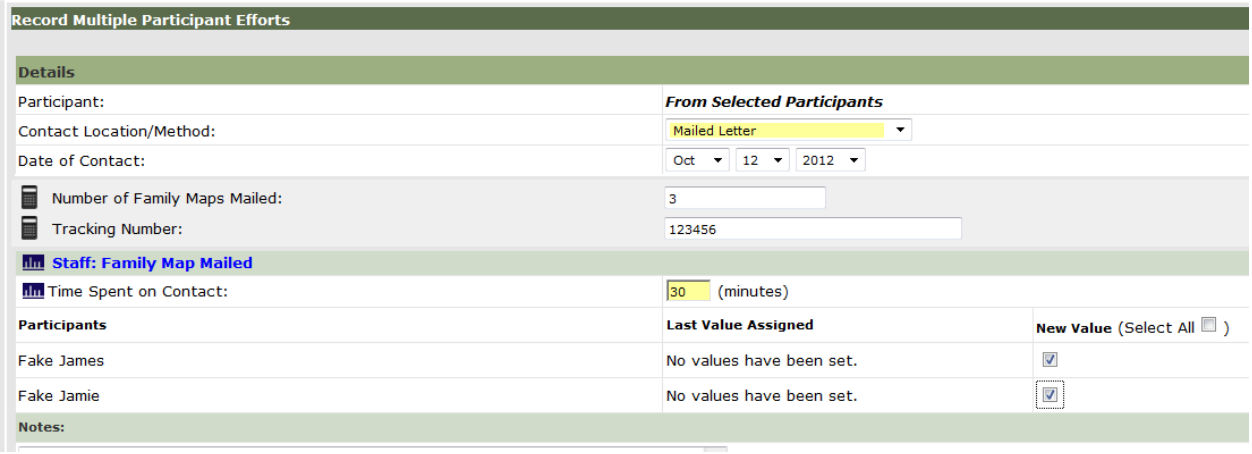
Step 6 Select "Mailed Letter" for the location

Step 7 Enter the number of family maps

Step 8 Enter the tracking number

Step 9 Enter time it took to complete the mailing in minutes

Step 10 Check all of the boxes that apply for each participant



Step 11 Click "Record Effort"

Record Home Visitor Supervision

This link will allow you to search for the home visitor and record the time spent on their supervision. NOTE: Remember to type in the home visitor's name here. If you leave this search blank the system will pull up all 4,600 plus service entities, home visitors, and coordinators in the system.

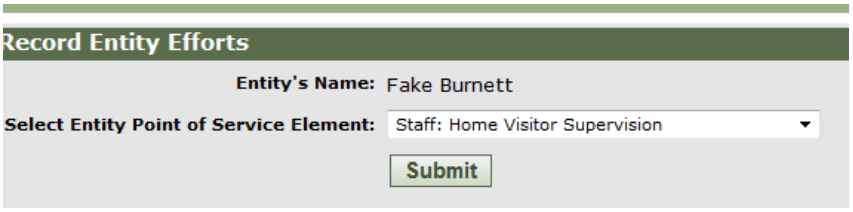
Step 1 Click the link on the home page

Step 2 Search for a home visitor.

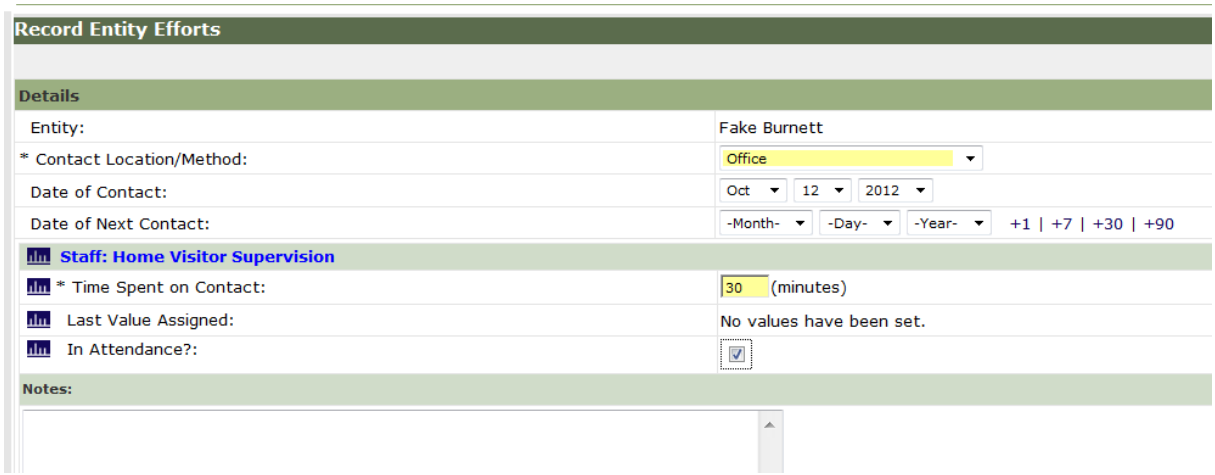
Step 3 Select the home visitor

Step 4 Select "Staff: Home Visitor Supervision" from the point of service drop-down.

Step 5 Click "Submit".


Record Entity Efforts
Entity's Name: Fake Burnett
Select Entity Point of Service Element: Staff: Home Visitor Supervision
Submit

Step 6 Complete the form (shown on the following page) and remember to check the attendance box. Click "Save Effort & Close".


Record Entity Efforts
Details
Entity: Fake Burnett
* Contact Location/Method: Office
Date of Contact: Oct 12 2012
Date of Next Contact: -Month- -Day- -Year- +1 | +7 | +30 | +90
Staff: Home Visitor Supervision
* Time Spent on Contact: 30 (minutes)
Last Value Assigned: No values have been set.
In Attendance?:
Notes:

Record Home Visitor Efforts Outside of Client Contact

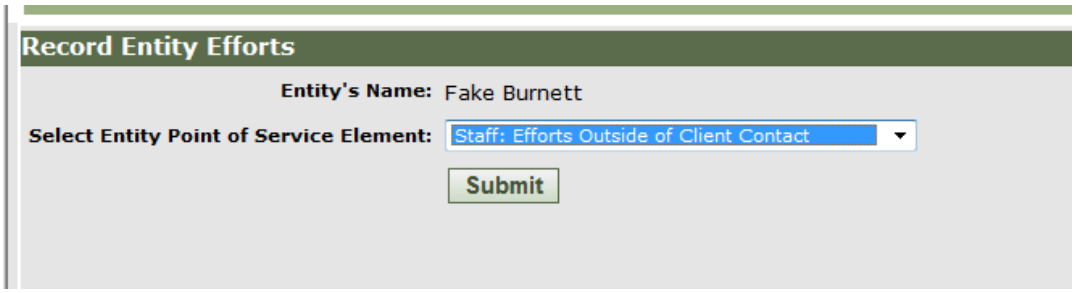
This link will allow you to record all of the time you spent on administrative duties or office work. This includes time entering information into ETO, preparing files, MOU work, fundraising, and any other time not already recorded through another home page link.

Step 1 Click the link the link

Step 2 Search for yourself

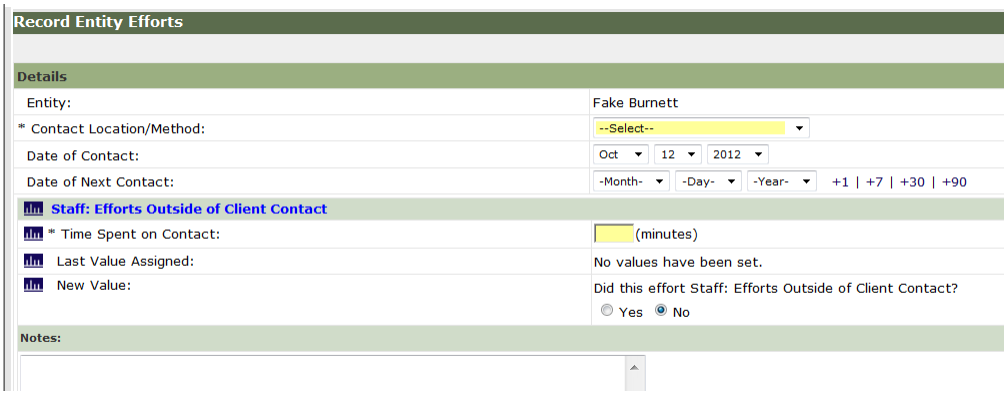
Step 3 Select your name.

Step 4 Select "Staff: Efforts Outside of Client Contact"


Record Entity Efforts
Entity's Name: Fake Burnett
Select Entity Point of Service Element: Staff: Efforts Outside of Client Contact
Submit

Step 5 Click "Submit".

Step 6 Choose the best fit location, enter the date, the time in minutes, and select "Yes" for the value.



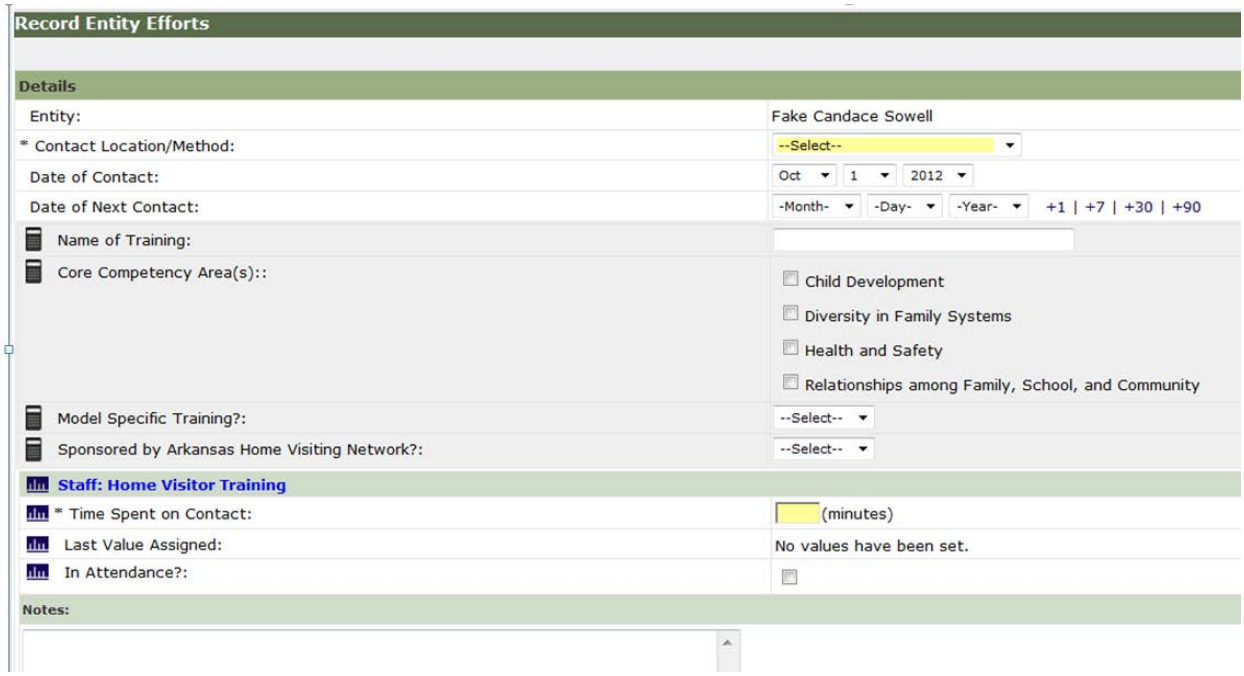
Step 7 Enter notes if needed and click "Save Effort & Close".

Coordinator: Record my own Training

This link allows you to record trainings from the beginning of your MIECHV funding. This includes any Model oriented training or Training Institute trainings.

Step 1 Click the link on the Home Page
Step 2 Search for yourself
Step 3 Select your name
Step 4 Select "Staff: Home Visitor Training" from the drop-down
Step 5 Fill out all of the information needed.

Note: Training Institute training will list the core competencies on the agenda provided at the training

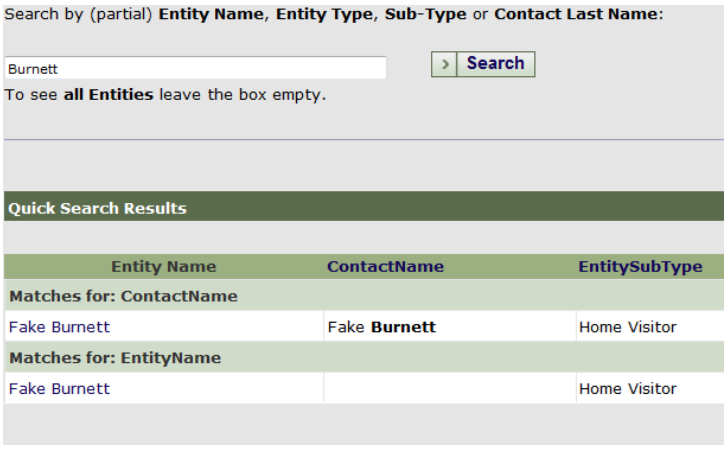


Administer Entity Assessment for Home Visitor

Here you can record two different assessments. Home visitors and coordinators can record a brief assessment on some of their required trainings. Coordinators can record a dismissal form on a home visitor.

Step 1 Click the link

Step 2 Search for the home visitor/Coordinator on which the assessment will be recorded



Step 3 Choose an entity (it will show up twice just choose one)

Step 4 Select "Take New Assessment"

Step 5 From the assessment drop-down select "Staff: Training Assessment" or "Staff: Home Visitor Dismissal Form"

Step 6 Staff: Training Assessment : Fill out the required dates

Staff: Home Visitor Dismissal Form: answer all question

Staff: Home Visitor Dismissal Form **is confidential and password protected**. It should only be completed once a home visitor has left the program. Once the form is completed only those who have the password or those who have unrestricted access to the system will be able to see this assessment. Setting the password is done by simply typing in a password and then confirming that password at the end of the assessment.